

## ACADEMY TRAINEE

### Class Definition

Under close supervision in a training capacity, attends and participates in a California Peace Officer Standards and Training (P.O.S.T.) certified Basic Academy in order to receive basic law enforcement training in various laws, police procedures and techniques, first aid, and physical fitness.

### Distinguishing Characteristics

Academy Trainee is a non-sworn training class for appointed candidates to learn the duties of a Police Officer in the City of Fresno Police Department. Incumbents of this class undergo a formal, comprehensive training program in a P.O.S.T certified academy.

Upon satisfactory completion of the training and graduation from the Academy, the Academy Trainee will be sworn in as a Police Officer Recruit with full police authority. Failure to graduate from the Academy within the prescribed training period will be cause for termination.

Academy Trainee is distinguished from Police Officer Recruit in that incumbents of the latter are assigned full police authority to carry out the enforcement of state and City laws and ordinances.

### Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Attends scheduled academy training sessions; learns principles, practices and theory of criminal and civil law enforcement, and codified and case law.

Receives firearm training in order to learn good judgement and competency in the use of lethal force, ancillary police weaponry, and weaponless defense.

Learns basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and witness interrogation.

Learns to prepare various reports, including but not limited to, vehicle reports, crime reports, suspect information reports, and missing property reports.

Receives training in physical fitness techniques.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the English language and the ability to write clearly, concisely, and legibly using correct grammar and spelling.

Ability to read and interpret complex technical documents.

Ability to understand and carry out oral and written instructions.

Ability to observe, record, and recall pertinent facts and details.

Ability to adopt quick, effective and reasonable courses of action, giving due regard to surrounding hazards and circumstances of each situation.

Ability to read maps and related information.

Ability to plan and effectively present material orally.

Ability to learn the proper use and care of small firearms.

Ability to perform strenuous physical activities.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

*Minimum Qualifications*

Graduation from high school or possession of a General Education Development (GED) Certificate.

*Necessary Special Requirements*

Must be a citizen of the United States or a permanent resident alien who is eligible, and has applied, for citizenship by the completion of the Academy.

Must be at least 21 years of age at time of appointment to Police Officer Recruit.

Must possess a valid California Driver's License at time of appointment.

Must successfully complete a polygraph test, a psychological examination, a medical examination, and an extensive background investigation prior to appointment.

Bilingual abilities, as may be required to meet community needs.

APPROVED: \_\_\_\_\_

Director of Human Resources

DATE: \_\_\_\_\_

JKK/CMT/djs/03/10/93

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